Child Safeguarding Policy Outline

Purpose

Outline the purpose of a Child Safeguarding policy. This may include an overarching statement of purpose and/ or objectives of the policy.

Scope

Outline the scope of the Child Safeguarding policy, including organisational context.

Overview

Outline the general Child Safeguarding policy requirements, organisational values which underpin the policy and individuals' responsibility to adhere to the child safe policy and procedures at all times.

Policy Definitions

List the key terms associated with the organisation's child safeguarding policy.

Legislative Context

Outline the legislative and policy context that underpins the development of safeguarding policies and procedures in the organisation. This may also include, but is not limited to the National Framework for Protecting Australia's Children 2009-2020; United Nations Convention on the Rights of the Child (1989); the National Principles for Child Safe Organisations and the recommendations of the Royal Commission in to Institutional Response to Child Sexual Abuse, including Volume 16, *Final Report on Religious Institutions.*

Responsibilities

Outline key organisational roles and their accountabilities in relation to the Child Safeguarding Policy. This should include expectations for all levels of leaders, employees, volunteers, contractors and students on placement, in regards to the policy and related procedures.

Forms of Abuse

In order to create a child safe environment, it is important for all stakeholders to understand the various ways in which child abuse can occur. This section should outline and define the various forms of abuse and harm. This section should outline that employees, volunteers, contractors and students on placement must not engage in any of the following forms of abuse or harm, and must report any concerns of abuse or harm in line with established reporting procedures.

The forms of abuse to be included and defined are:

- Physical Abuse
- Sexual Abuse
- Grooming
- Sexually Harmful Behaviour in Children
- Sexual exploitation
- Emotional Abuse
- Neglect
- Exposure Family Violence

Child Safeguarding Policy Outline

Specific Policy Requirements

Set out specific organisational requirements as per the policy, including but not limited to:

- The expectation that all employees, volunteers, contractors and students on placement must report any actual or suspected concerns that a child or young person may be at risk. This includes risk posed by adults or other children within the organisation, or external to the organisation, e.g. family.

- Requirement that reporting of all child safety concerns should take place in line with agreed organisational procedure, with a cross reference to the relevant reporting procedure. A reporting procedure should specify the internal pathway for reporting concerns, and when and how external reports must be made to Police, Child Protection and/or Reportable Conduct Schemes. The procedure should also specify that any internal reporting or investigative processes must not impede timely external reports to Police, Child Protection and Reportable Conduct Schemes.

- Organisational policy regarding child safe recruitment.

- Organisational policy regarding investigating concerns that an employee, volunteer, contractor or student on placement poses a risk to children or young people.

- Organisational expectations for risk assessment of child related activities.

- Organisational expectations for the involvement of children, young people and families in the review of child safety policies.

- Organisational policy for responding to allegations of historical abuse.

Non adherence to the Child Safeguarding Policy

Clearly outline what will occur if the Child Safeguarding Policy and related procedures are not adhered to. This section should include: Disciplinary action and the potential for being stood down with or without pay; internal investigation; complaints referred to police and/or professional association(s); and termination of employment/engagement.

Cross-References

Code of Conduct

Cross-reference to all relevant code(s)s of conduct.

Child Safeguarding Policy Outline

Other Relevant Policies & Procedures

Cross-reference to relevant policies and procedures that should be read in conduction to the Child Safeguarding Policy. List the related policies and procedures and internal references.

These may include, but are not limited to:

- Code of Conduct
- Reporting Child Safety Concerns – Policy and Procedure
- Mandatory Reporting – Policy and Procedure
- Disciplinary Policy
- Complaints Policy
- Grievance Policy
- Managing Non-Compliance Policy
- Risk Management Policy
- Social Media Policy
- Recruitment and Selection Policy
- Working with Children Check Policy